



**Town of Hopkinton
330 Main Street
Hopkinton, NH 03229**

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IMPORTANT TOWN MEETING INFORMATION

**POSTAL CUSTOMER
HOPKINTON, NH 03229**

HOPKINTON TOWN MEETING WILL BE HELD ON THE FOLLOWING DATES:

- **Monday, July 20, 2020, 6:00 p.m.:** The first virtual Town Meeting with introduction and explanation of Warrant Articles and public comment. This meeting will be recorded and posted online.
- **Tuesday-Thursday, July 21-23, 2020:** Public comment and suggested article amendments submitted to the Moderator by 5:00 p.m. on Thursday, July 23, 2020.
- **Friday, July 24, 2020, 6:00 p.m.:** The second virtual Town Meeting with discussion of article amendments and public comment. The final ballot will be posted online by 3:00 on Friday.
- **Saturday, July 25, 2020, 8:30 a.m.-2:00 p.m.:** Drive-through voting for all registered voters at the Hopkinton Middle/High School (297 Park Avenue, Contoocook).

All information and updates related to Town Meeting will be posted at: <https://bit.ly/HopkintonTownMeeting-Information>

ENCLOSED IN THIS MAILER:

- Letter from the Moderator
- Proposed Rules for Town Meeting
- The Town Meeting Warrant as originally proposed
- Select Board current recommendations on Warrant Articles
- Important dates & links related to Town Meeting (meeting access links and phone dial-in information)
- FAQs

LETTER FROM THE HOPKINTON TOWN MODERATOR

July 9, 2020

2020 Hopkinton Town Meeting

To: The Registered Voters of the Town of Hopkinton

From: Bruce B. Ellsworth, Moderator

Subject: Administrative Procedures for the 2020 Hopkinton Town Meeting

Voting for the Warrant Articles for the 2020 Hopkinton Town Meeting will be held on Saturday, July 25, 2020 in the parking lot of the Hopkinton Middle/High School, 297 Park Ave, Contoocook, NH 03229. Prior to the voting date, informational meetings will be held on Monday, July 20 and Friday, July 24 using the Zoom format, and questions and amendments requests may be submitted to the Moderator from Tuesday, July 21 through Thursday, July 23.

Decision for this schedule was made following the exploration of a number of other alternatives - expanding the use of the school building, utilizing the school soccer field under tents, utilizing the parking areas of the Hopkinton State Fair grounds, joining with the school district in having a one-day sequential meeting, and foregoing a meeting altogether and relying on a continuation of last year's budget. Although some would have met my own preference of assuring that all participants would share in the open discussions that only an in-person meeting can provide, none, in my opinion, provided a format that assured the health and safety of our voters. That, after all, is our first responsibility to each other.

Accordingly, on Monday night, July 20th, at 6:00 p.m. I will open a Zoom meeting utilizing the same format that you would expect at an in-person town meeting. I will introduce each warrant article and a member of the Select Board will speak to the article. Public comments and questions (but not amendments) may follow each article. Articles will be announced in the same manner and sequence as you would expect at an in-person meeting.

Voters are invited to submit comments, questions, and amendments on Tuesday, Wednesday, and Thursday using the contact information listed below. No seconds will be required for amendments.

A second Zoom meeting will begin at 6:00 p.m. on Friday evening, July 24th. I will report on amendments and will allow Board members to respond to questions that had been previously submitted. I will also accept further comments and questions from the public, but further amendments will not be accepted.

Ballots will be available online, at the Town Hall, and Slusser Center on Friday, July 24th at 3:00 p.m. and will be available at the polling place on Saturday, July 25th.

Voting will commence at 8:30 a.m. on Saturday morning and end at 2:00 p.m. When approaching the parking lot, cars will be divided into lines by last name.

A more detailed set of procedures is included in this letter.

To submit comments to the Moderator:

Email: moderator@hopkinton-nh.gov

Telephone: (603) 746-8256

I want to extend my thanks to those of you who have contacted me as this process has developed, and thank the Select Board, administrative staff, and the many volunteers for their adaptation to circumstances that have been stressful, saddening, and without precedence. I look forward to seeing you at our scheduled meetings.

Bruce B. Ellsworth, Moderator

HOPKINTON TOWN MEETING COVID-19 COMPATIBLE PROCEDURES

Annual Meeting Sessions: July 20, 2020, 6:00pm; July 24, 2020, 6:00pm; and July 25, 2020, 8:30m to 2:00pm

The Hopkinton Select Board will use the following Rules of Procedure to conduct this Meeting:

1. On Monday, July 20, 2020, at 6:00pm, the Moderator will open the Annual Meeting with a live, virtual meeting. At this meeting, the Moderator will utilize these proposed rules and procedures for the Annual Meeting. The Select Board will present the Warrant Articles as it would at conventional in-person meetings. A Budget Committee representative may speak to appropriate budget issues. Voters will be able to watch the presentation over the internet (Zoom or YouTube Live) or listen to it by telephone (links and numbers are included in this mailing and are also posted on the town webpage). Public comments and questions will be taken after each Article. Commenters must identify themselves by name and address. Comments will be limited to three (3) minutes each. First-time speakers will be given priority over people who have already commented. All comments will be included in the minutes of the meeting.
2. After this first session is recessed, questions, comments, and motions will be accepted by telephone voice mail (603-746-8256) or email (moderator@hopkinton-nh.gov). Those questions, comments, and motions on the Warrant Articles or these Procedures must start with the voter identifying his or her name and street address in Hopkinton. All comments will be included in the minutes of the meeting. The Moderator will not consider any comments deemed inappropriate or offensive, or which do not properly identify the voter.

All submissions must be made prior to 5:00pm on Thursday, July 23, 2020.

The Moderator will review all submissions and prepare a summary, which will include questions to be posed to the Board. Based on the comments and motions, the Moderator will add one or more "Motions to Amend and Approve as Amended" to the ballot. Any Motions to Amend and Approve as Amended will be based on the comments and will be added with the goal to determine the will of the meeting. The appropriateness and inclusion of a proposed amendment will be judged by the Moderator based on its relevance and/or similarity to other amendments, but all motions for amendments will be included in the minutes of the meeting.

Articles with potential amendments will have "contingent votes" because when voting, voters will not know if the amendment passed or failed. Therefore, votes will first be counted on the Motion to Amend and Approve as Amended, and if that vote passes, then the Amended Article passes and no other questions on that Article will be considered or votes counted. If a Motion to Amend and Approve fails, then, and only then, will the subsequent Motion(s) to Amend be considered and votes counted. More information on how ballots will be counted can be found below.

3. On Friday, July 24, 2020 at 6:00 p.m., the Moderator will continue the meeting with another virtual, live meeting (Zoom, YouTube Live, and phone) at which the Moderator will present a summary of comments and questions received. The Select Board will respond to these comments and questions as appropriate. The Moderator will present any Motions to Amend at this time and will include a sample ballot that will be used for voting. Such ballot will satisfy the terms of a valid request for a written, secret, yes/no ballot, pursuant to NH RSA 40:4-a, I(a). Public comments will be taken during this meeting by phone or electronic means, but motions to amend will not be accepted. Again, as at our regular in-person meetings, voters shall begin by stating their name and address and keep comments to a maximum of three (3) minutes.
4. On Saturday, July 25, 2020, at 8:30 a.m. the Moderator will call to order the Annual Meeting consisting of the voting session on these Procedures and the Articles. The proposed voting procedures are as follows:
 - a. If the vote regarding these Procedures is not adopted, then no other votes shall be taken up and the Moderator will recess the meeting to a specific date, time, and place to reconvene the meeting under different rules.

- b. If the vote regarding these Procedures is adopted, all successive Articles will be voted on as presented in the Warrant. For Articles with Motions to Amend:
 - i. The amended Articles will be ordered with the largest reduction first, with the proposed Article last.
 - ii. If the first Motion to Amend and Approve passes, the Article passes, and no other amendments will be considered.
 - iii. If the first Motion to Amend and Approve fails, then subsequent Motions to Amend and Approve will be considered and votes counted in the order in which they appear on the ballot. If a proposed amended Article passes, it becomes the approved Article. If no amended Article passes, the Article fails.

Because the Voter will not know the outcome of any vote when casting the ballot, voters should vote yes or no for each and every Motion to Amend and Approve.

- 5. The voting procedures for the 2020 Annual Meeting will begin at 8:30 a.m. on Saturday, July 25, 2020 and will be conducted as follows:
 - a. All Voters will vote at Hopkinton Middle High School and will enter from Park Avenue, proceed around to the back of the school, and proceed to the Supervisors of the Checklist. All voting will be open from 8:30am to 2:00 p.m. Any voters remaining in line at 2:00 p.m. will be allowed to vote.

Voters may arrive by vehicle, bicycle, or on foot, but must maintain appropriate social distancing and are requested to wear appropriate face coverings. All voters should be aware of their surroundings while participating in this process.

Voters should enter the school grounds from Park Avenue. When arriving, cars will be divided into lines based on the first letter of the voter's last name. If your car has more than one last name, one person should get out and walk if they are able. If that is not possible, the Supervisors of the Checklist will instruct voters during check-in. In addition, walk-ins (by foot or bicycle) are welcome during voting hours.

- b. Voters in cars will be required to remain in their vehicles. At the first stop, voters are requested to keep their windows up and will show their identification to an assistant who will announce their names and addresses to the Supervisors.
- c. Voters may print and mark their ballots at home or, following check-in, may receive a ballot and pencil (if needed). Ballots printed at home will likely result in faster, safer voting. If receiving a ballot and pencil, please pull forward and to the side as directed to allow others to check in, then park and mark the ballot. The Moderator will be present to answer procedural questions of the vote, but will not engage in debate of these rules, procedures, Articles, or amendments.

Ballots will be available for downloading and printing after 3:00 p.m. on Friday, July 24 on the Town of Hopkinton website (www.Hopkinton-NH.gov).

- d. When ready to cast the vote, the voter will move forward to the ballot box, one voter will demonstrate to the Moderator that a proper number of ballots are about to be cast, and deposit the marked ballot(s) into the ballot box. Reference to multiple ballots in these rules is in anticipation of multiple voters arriving in one car to vote.
- 6. Voting will close no earlier than 2:00 p.m. Any registered voter in line to vote by 2:00 p.m. will be allowed to vote. Once the voting is closed, the Moderator and other election officials will count and recount (RSA 40:4-a, 1(b)) the votes. The results will be announced on the Town of Hopkinton website upon completion.
 - 7. All participants are required to maintain social distancing in accordance with the current state governmental requirements, and to heed the warnings of State and Federal officials about COVID-19. The Moderator has authority

to require the removal of any person who does not abide by these Procedures, or who disrupts any session of a meeting (RSA 40:8).

8. If the Moderator determines at any point that these Procedures are unworkable or not in the best interests of Hopkinton voters, the Moderator may recess the meeting to a specific date, time, and place. If that recess occurs, the Moderator will employ available means to inform citizens of the recessed date consistent with previous postponements.
9. As a reminder, these Rules and Procedures cover the Business Session of the 2020 Hopkinton Town Meeting and as such, same day voter registration and absentee ballots are not permitted by law. All votes must be made in person on Saturday, July 25, 2020 as outlined above.

Thank you very much for your participation in this important voting process.

Bruce B. Ellsworth, Moderator, Town of Hopkinton

Town of Hopkinton, New Hampshire Warrant 2020

(Official Warrant as Posted in February – *please note new recommendations by the Select Board on Articles 3, 5, 6 and 13 following the Official Warrant)

To the inhabitants of the TOWN OF HOPKINTON in the county of Merrimack in the state of New Hampshire qualified to vote in town affairs are hereby notified and warned that the Annual Town Meeting will be held as follows:

OFFICIAL BALLOT VOTING DAY: You are hereby notified to meet at the Hopkinton Middle/High School Gymnasium, 297 Park Avenue, Contoocook, on Tuesday, March 10, 2020, beginning at 7:00 a.m. to act on Articles 1 and 2, the election of officers and zoning amendments. **The polls will be open from 7:00 a.m. to 7:00 p.m.**

BUSINESS SESSION: You are hereby notified to meet at the Hopkinton Middle/High School Gymnasium, 297 Park Avenue, Contoocook, on Saturday, March 21, 2020, at 9:00 a.m. to act upon Articles 3 to 18.

Article 1: Election of Officers – Voted by ballot on March 10, 2020

Article 2: Zoning Amendments– Voted by ballot on March 10, 2020

Article 3: Bond Issue for Road, Bridge, and Culvert Rehabilitation

To see if the Town will vote to raise and appropriate the sum \$2,200,000 (gross budget) for the planning, design, rehabilitation, and construction of existing town roads, bridges, and culverts, and to authorize the issuance of not more than \$2,200,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33), as amended; to authorize the Select Board to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Select Board to issue, negotiate, sell and deliver such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Select Board to take any other action or to pass any other vote relative thereto.

(2/3 Ballot vote required).

(The Select Board recommends this article (5-0)).

(The Budget Committee recommends this article (10-0)).

Article 4: Adoption of Official Ballot Referendum Form of Meeting

Shall we adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the Town of Hopkinton on the second Tuesday of March?

(By Petition).

(3/5 Ballot vote required).

(The Select Board does not recommend this article (5-0)).

Article 5: Operating Budget

To see if the Town will vote to raise and appropriate the Budget Committee recommended sum of \$ 7,703,736 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately.

(Majority vote required).

(The Select Board recommends this article (5-0)).

(The Budget Committee recommends this article (10-0)).

Article 6: Appropriation to Capital Reserve Funds

To see if the Town will vote to raise and appropriate the sum of \$819,000 to be added to previously established Capital Reserve Funds as follows:

| | |
|--|-------------------|
| Police/Fire Radio Replacement | \$ 12,000 |
| New & Replacement Equip. & Vehicles for Public Works & Highway Dept. | 235,000 |
| Road/Bridge Rehabilitation | 100,000 |
| Police Vehicle Replacement | 27,000 |
| Town Hall Renovations | 12,500 |
| Replacement & Equipping of Ambulance | 75,000 |
| Fire Department Vehicle and Equipment Acquisitions | 277,500 |
| Library Building Systems | 20,000 |
| Recreation Facilities | 20,000 |
| Sewer Equipment/Sludge Removal | 30,000 |
| Dam Maintenance and Construction | <u>10,000</u> |
| TOTAL | \$ 819,000 |

(Majority vote required).

(The Select Board recommends this article (5-0)).

(The Budget Committee recommends this article (10-0)).

Article 7: Appropriation to Expendable Trust Funds

To see if the Town will vote to raise and appropriate the sum of \$71,500 to be added to previously established Expendable Trust Funds as follows:

| | |
|-----------------------------|------------------|
| Library Building & Grounds | \$ 41,000 |
| Town Facilities Maintenance | 25,000 |
| Recreation Facilities | <u>5,500</u> |
| TOTAL | \$ 71,500 |

(Majority vote required).

(The Select Board recommends this article (5-0)).

(The Budget Committee recommends this article (10-0)).

Article 8: Authorization to Sell the Bates Building

To see if the Town will vote to authorize the Select Board to sell the Bates Building (Former Bates Library) at 846 Main Street, identified on the Town Tax Maps at Map 101, Lot 085-000, with sufficient land; further, that the Select Board shall be authorized to sell such lot upon such terms and conditions which they deem to be in the best interest of the Town and as determined by the Probate Court.

(Majority vote required).

(The Select Board recommends this article (5-0)).

Article 9: Modification of Elderly Exemptions

Shall the Town modify the previously adopted provisions of RSA 72:39-a for elderly exemption from property tax in the Town of Hopkinton, based on assessed value, for qualified taxpayers, to be as follows: for a person 65-74 years of age, \$120,000; for a person 75-79 years of age, \$145,000; for a person 80 years of age or older \$170,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income of not more than \$50,000 or, if married, a combined net income of not more than \$60,000; and own net assets not in excess of \$150,000 excluding the value of the person's residence.

(Majority Vote Required).

(The Select Board recommends this article (5-0)).

Article 10: Adoption of Disabled Exemption

Shall the Town adopt the provisions of RSA 72:37-b, Exemption for the Disabled from property tax, based on assessed value for qualified taxpayers to be \$100,000. To qualify the person must be eligible under Title II or Title XVI of the federal Social Security Act for benefits to the disabled, have been a New Hampshire resident for at least 5 years, and own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 consecutive years. The exemption may apply only to property that is occupied as the principal place of abode of the disabled person. In addition, the taxpayer must have a net income of not more than \$50,000 or if married, a combined net income of not more than \$60,000, and own net assets not in excess of \$150,000 excluding the value of the person's residence.

(Majority Vote Required).

(The Select Board recommends this article (5-0)).

Article 11: Modification of Optional Service-Connected Total Disability

Shall the Town modify the previously adopted provisions of RSA 72:35 optional tax credit on residential property for a Service-Connected Total Disability by increasing the amount of the credit to \$4,000? This tax credit is only available to a person who has been honorably discharged or an officer honorably separated from the military service of the United States and who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service-connected injury, or the surviving spouse of such a person. This tax credit may be applied only to property which is occupied as the principal place of abode by the disabled person or the surviving spouse.

(Majority Vote Required).

(The Select Board recommends this article (5-0)).

Article 12: Modification of Solar Exemption

Shall the Town adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 100% of the assessed value up to \$25,000 of qualifying solar energy system equipment under these statutes.

(Majority Vote Required).

(The Select Board recommends this article (5-0)).

Article 13: Modify LUCT Percentage Allocated to Conservation Fund

To see if the Town will vote to authorize 100% of the Land Use Change Tax collected pursuant to RSA 79-A:25 to be deposited into the existing Conservation Fund in accordance with RSA 36-A:5, III, as authorized by RSA 79-A:25, II. If adopted this article shall take effect April 1, 2020 and shall remain in effect until altered or rescinded by a future vote of the town meeting.

(Majority Vote Required).

(The Select Board recommends this article (5-0)).

Article 14: Clarifying Amendment to Hart’s Corner TIF District Plan

To see if the Town will vote to amend the Hart’s Corner Tax Increment Finance District and Plan of 2018 as presented at Public Hearing on February 18, 2020 and posted. The amendment clarifies that development may include multi-family residential development.

(Majority Vote Required).

(The Select Board recommends this article (5-0)).

Article 15: Authorization to Expend from Pay-by-Bag Special Revenue Fund

To see if the Town will vote to raise and appropriate the sum of \$120,000 for the purpose of offsetting the cost of collection and disposal of residential solid waste and such other direct costs as budgeted annually, with said funds to come from the Pay-by-Bag Special Revenue Fund. No funds to be raised by taxation.

(Majority vote required).

(The Select Board recommends this article (5-0)).

(The Budget Committee recommends this article (10-0)).

Article 16: Authorization to Expend from Senior Center Rental Special Revenue Fund

To see if the Town will vote to raise and appropriate the sum of \$1,380 for the purpose of offsetting operational and maintenance costs of the Slusser Center with said funds to come from the Senior Center Rental Special Revenue Fund. No funds to be raised by taxation.

(Majority vote required).

(The Select Board recommends this article (5-0)).

(The Budget Committee recommends this article (10-0)).

Article 17: New Hampshire Resolution for Fair Districting

To see if the Town will urge that the New Hampshire General Court which is obligated to redraw the maps of political districts within the state following the 2020 census will do so in a manner that ensures fair and effective representation of New Hampshire voters. That in order to fulfill this obligation the New Hampshire General Court shall appoint an independent redistricting commission that draws the new district maps in a way that does not rely on partisan data such as election results or party registration or favor particular parties or candidates.

The record of the vote approving this article shall be transmitted by written notice from the Select Board to the town of Hopkinton’s state legislators and to the Governor of New Hampshire informing them of the instructions from their constituents within 30 days of the vote.

(By Petition).

(Majority vote required).

(The Select Board recommends this article (5-0)).

Article 18: Other Legal Business

To transact any other business that may legally come before said meeting.

Select Board-Proposed Changes to its Originally Proposed Warrant

Given these times and the fact that the Town has more complete information available now that it is more than 6 months through its fiscal year, the Select Board has voted to support adjusting several of its originally proposed Warrant Articles. These adjustments lower the proposed amounts to maintain a level town portion of the tax rate in 2020. The proposal now estimates an increase in the amount to be raised by taxes of \$63,568 (1.31%) which is offset by the new buildings added to the tax rolls during the last year, *meaning that the estimated town tax rate remains \$6.25 per \$1000, the same as in 2019.*

The proposed changes to the original Articles are available in detail on the Town Meeting page of the Town website (<https://bit.ly/HopkintonTownMeeting-Information>), and are summarized here:

- **Article 3 - Road Bond** – The Select Board proposes a bond in the amount of \$1,800,000, a decrease of \$400,000 from the original proposal of \$2,200,000. This decrease is due to the replacement of the Kearsarge Avenue culvert coming in below budget and being able to be paid for out of the operating budget. The bond, if passed, does not affect the 2020 tax rate but will affect the tax rate beginning in 2021 (estimated to be approximately \$_.32/\$1000 in 2021).
- **Article 5 – Operating Budget** – The Select Board now proposes an Operating Budget of \$7,520,646, a decrease of \$183,090 from the amount originally proposed (\$7,703,736). This decrease is obtained by cuts to the originally proposed operating budget. These cuts came from almost every department. They also came from obtaining a favorable price for oil and electricity, and a lower than expected increase in health insurance premiums.
- **Article 6 – Capital Reserve Funds (CRF)** - Decreased from the original proposal of \$819,000 by \$142,500, the Select Board proposes an appropriation of \$676,500 to be placed in Capital Reserve Funds. The proposed decreases for this year's CRF are as follows: the Road and Bridge CRF (\$70,000); the Fire Vehicle Replacement CRF (\$15,000 due to securing a "demo" fire truck); the Highway Vehicle Replacement CRF (\$35,000 by receiving an excellent price on a loader); Town Hall Renovation CRF (\$12,500 down to \$0); and the Dam Maintenance CRF (\$10,000).
- **Article 13 – Modify Land Use Change Tax (LUCT) Percentage to Conservation Fund** - Currently, 35% of the revenue from the LUCT goes to the Conservation Fund. Originally, the Select Board proposed increasing that amount to 100%, thereby decreasing the amount of revenue received in the General Fund by approximately \$15,000. While supportive of the concept, the Select Board determined that this year is not the year to make this change and voted to table this Article, so the Select Board recommends the amount from the LUCT going to the Conservation Fund remain at 35%.

The Select Board also decreased the amount to be used from the Undesignated Fund Balance from the originally proposed amount of \$350,000 to \$315,000 to leave more available in 2021 to offset taxes in anticipation of another difficult budgeting year.

Meeting and Voting Frequently Asked Questions

1. How do I access information about the Warrant and town budget?

All information regarding all the Warrant Articles including the budget and other appropriations is available on the Town website at <https://bit.ly/HopkintonTownMeeting-Information>

2. How do I ask questions or make a comment during the July 20 meeting?

Comments and questions will be taken after each Warrant Article is presented. Voters should use the “raise hand” feature in Zoom at the appropriate time to let the Moderator know he/she would like to speak. Commenters must identify themselves by name and address. Just like our regular in-person meetings, the Moderator asks that comments be kept brief (regular 3-minute maximum will apply). YouTube Live does not provide the ability to comment.

3. How do I ask questions, comment, or propose a motion following the July 20 meeting?

After the first session is recessed, questions, comments, and motions will be accepted by telephone voice mail (603-746-8256) or email (moderator@hopkinton-nh.gov). Just like in our traditional meeting format, all questions, comments, and motions on the Articles and these Rules and Procedures must start with the voter identifying her/his name and street address. All comments will be included in the minutes of the meeting. The Moderator will not consider any comments deemed inappropriate or offensive, or which do not properly identify the voter.

All submissions must be made prior to 5:00 p.m. on Thursday, July 23, 2020.

Voters may also comment and ask questions during the public comment session of the Friday, July 24 meeting, but motions to amend will not be accepted during that meeting.

4. How are amendments determined?

The Moderator will review all submissions and prepare a summary. This summary will include questions to be posed to the Select Board. Based on the comments and motions, the Moderator will add one or more “Motions to Amend and Approve as Amended” to the ballot. Any Motions to Amend and Approve as Amended will be based on the comments and will be added at the discretion of the Moderator, with the goal of determining the will of the meeting.

5. Should I vote on all Amendments/Motions for a particular Article?

YES! Because we do not know what will pass or fail until all ballots are counted, you should vote on every single amendment/motion. If the first motion fails, then it will continue onto the next motion until a motion passes. Voters may vote “Yes” or “No” for EVERY Amendment/Motion/Article.

6. Can voters still register to vote if they are not yet registered?

YES! Town residents who are not already registered to vote may register to vote for the July 25 Town Meeting voting with the Town Clerk at the Town Hall (330 Main St., Hopkinton), Monday-Thursday, 8:00 a.m. – 5:00 p.m. and Friday, 8:00 a.m. – noon. ***The deadline for registering is 4:00 p.m. on Wednesday, July 22, 2020.*** The July 25th voting is the Business Session of the 2020 Hopkinton Town Meeting and as such, same day voter registration and absentee ballots are not permitted by law. All votes must be made in person.

7. When do I actually vote?

Voting occurs on Saturday July 25th between 8:30 a.m. and 2:00 p.m. at Hopkinton Middle/High School (297 Park Avenue, Contoocook). Please enter from the Park Avenue entrance and follow the signs.

8. Can I vote by absentee ballot?

No – absentee balloting is not allowed by NH statute for Town Meeting or School District Annual Meeting.

9. Can I print out and fill out my ballot ahead of time?

YES – the ballot will be finalized and posted by 3:00 p.m. on Friday, July 24, so you can print it and fill it out. You should bring it with you on voting day. Printed ballots will be made available at the Town Hall (330 Main St., Hopkinton) and outside the Slusser Center (41 Houston Dr., Contoocook) after 3:00 on Friday and at the Middle/High School on Saturday.

10. What if I do not have a printer?

Printed ballots will be made available at the Town Hall (330 Main St., Hopkinton) and outside the Slusser Center (41 Houston Dr., Contoocook) after 3:00 on Friday and at the Middle/High School on Saturday.

11. Will transportation be provided to and from voting on July 25?

No – like our traditional in-person Town Meeting, the town is not able to provide transportation.

12. How can I access the virtual meetings?

You can use Zoom, YouTube Live, or the telephone. To speak at the meetings, you must be using Zoom. The following access information is for both the Monday and Friday meetings.

- **ZOOM MEETING:** <https://bit.ly/HopkintonTownMeeting-ZOOM>
- **YOUTUBE LIVE:** <https://bit.ly/HopkintonTownMeeting-YouTube>
- **TELEPHONE:** Dial: **1-312-626-6799** or **1-646-558-8656** and then enter **Meeting ID: 867 8931 4545**

13. How will social distancing be observed during voting?

Voters remaining in their cars will keep their windows up and show identification through the window to a Supervisor of the Checklist or assistant or will announce their names and addressed through windows to check-in with the Supervisor. Voters may arrive on foot or bicycle but must maintain appropriate social distance and are requested to wear appropriate face coverings. All voters should be aware of their surroundings while participating in this process.

Voters are encouraged to print out their ballots at home or pick one up on Friday after 3:00 p.m. at the Town Hall or Slusser Center, or they may receive one at the high school on Saturday. Printing ballots at home will likely result in faster, safer voting. If receiving a ballot on Saturday, please pull to the marked area to allow others to check in, then park and mark the ballot.

Ballots will be available for downloading and printing at 3:00 p.m. on Friday, July 24 on the Town website: <https://bit.ly/HopkintonTownMeeting-Information>.

When ready to cast a ballot, the voter will move forward to the ballot box, the number of voters in the car will be confirmed, and the voter will cast the marked ballot(s) into the ballot box. It is understood that more than one voter may arrive in the same car.

All participants are required to keep no less than 6-feet of distance between each other, to comply with State and CDC guidelines concerning COVID-19. The Moderator has the authority to remove any person who does not abide by these procedures or disrupts any session of the meeting. (RSA 40:8)

14. What would cause the meeting to be recessed?

The Moderator will recess the meeting only if the Proposed Rules are rejected, or if the Proposed Rules are accepted but no Operating Budget is accepted (i.e. the Article 5 Amendments and Article fail to pass). If any other Article fails, then that result will stand, and we do not reconvene the meeting.

IMPORTANT DATES AND LINKS FOR TOWN MEETING

All information for Town Meeting will be posted at <https://bit.ly/HopkintonTownMeeting-Information> with updates on the Town Facebook page <https://www.facebook.com/HopkintonNH>.

First virtual meeting – Monday, July 20, 2020, 6:00 p.m.: Introduction and explanation of Warrant Articles and public comment. The meeting will be recorded and posted online.

- Voters can watch the presentation over the internet or listen by telephone. During public comment, comments and questions will be taken. Commenters must identify themselves by name and address. Again, just like the regular meeting, the Moderator will ask that comments be kept brief (regular 3-minute maximum will apply).
- To access this meeting:
 - **ZOOM MEETING:** <https://bit.ly/HopkintonTownMeeting-ZOOM>
 - **YOUTUBE LIVE:** <https://bit.ly/HopkintonTownMeeting-YouTube> (Can watch here but not participate)
 - **TELEPHONE:** Dial: **1-312-626-6799** and then enter **Meeting ID: 867 8931 4545**
 - **If there are access issues during the meeting call 603-746-8242**

Public comment and suggested article amendments – Tuesday-Thursday, July 21-23, 2020: After the first session is recessed, questions, comments, and motions will be accepted by the Moderator until 5:00 p.m. on Thursday, July 23, 2020. Just like a regular in-person meeting, all questions, comments, and motions on the articles and the Rules and Procedures must start with the voter identifying his/her name and street address. All comments will be included in the minutes of the meeting. The Moderator will not consider any comments deemed inappropriate or offensive, or which do not properly identify the voter.

- To submit comments to the Moderator:
 - Email: moderator@hopkinton-nh.gov
 - Voice mail: (603) 746-8256

Second virtual meeting – Friday, June 24, 2020, 6:00 p.m.: Discussion on article amendments and public comment.

- The Moderator will present a summary of comments and questions received. The Select Board will respond to comments and questions as deemed appropriate by the Moderator. The Moderator will present any Motions to Amend at this time.
- Voters can watch the presentation over the internet or listen by telephone. Commenters must identify themselves by name and address. Again, just like the regular meeting, the Moderator will ask that comments be kept brief (regular 3-minute time limit will apply).
- To access this meeting:
 - **ZOOM MEETING:** <https://bit.ly/HopkintonTownMeeting-ZOOM>
 - **YOUTUBE LIVE:** <https://bit.ly/HopkintonTownMeeting-YouTube> (Can watch here but not participate)
 - **TELEPHONE:** Dial: **1-312-626-6799** and then enter **Meeting ID: 867 8931 4545**
 - **If there are access issues during the meeting call 603-746-8242**

Drive-through voting – Saturday, July 25, 2020, 8:30 a.m.-2:00 p.m.: Hopkinton Middle High School, 297 Park Avenue, Contoocook

- Voters should enter from Park Avenue and proceed to the back of the school. All voting will be open from 8:30 a.m. to 2:00 p.m. Any voter in line by 2:00 p.m. will be allowed to vote.
- This is the Business Session of the 2020 Hopkinton Town Meeting and as such, same day voter registration and absentee ballots are not permitted by law. All votes must be made in person.

Town residents who are not already registered to vote may register to vote for the July 25 Town Meeting voting with the Town Clerk at the Town Hall (330 Main St., Hopkinton), Monday-Thursday, 8:00 a.m. – 5:00 p.m. and Friday, 8:00 a.m. – noon. ***The deadline for registering is 4:00 p.m. on Wednesday, July 22, 2020.***